

# **Bay Diary Configuration**

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# 1 Bay Diary Configuration

The Bay Diary system allows configuration of the basic settings itself. This is achieved by clicking the Settings (Cog) icon from the [main Bay Diary screen](#).

The opening hours for all bays of all types is configured here. This also controls the number of bays available in the system of all types.

A button bar at the top controls saving the changes on this screen.

Changes will be saved using the **Save Changes** button provided. If the changes are not to be saved, click the **Exit** button instead.  **Note:** This will discard ALL changes on this screen.

## 1.1 General Settings

Maintenance      Current Depot: Refrigerated Container Term Logged in as: OBS  Log Out 

General Bay Details Container Types Traffic Control Field Displays

No of Receiving Bays:	14	Daily Start Time:	00:00	Daily End Time:	23:59
Refresh Mins:	5	Break Start Time:	00:00	Break End Time:	00:00
View Assigned Details:	Yes	Diary Arrival Report:	Access Pass	Advanced Arrival Process:	Yes
Assign by Route/Load:	No	<input checked="" type="checkbox"/> Vehicles <input checked="" type="checkbox"/> Pallets <input checked="" type="checkbox"/> Cartons			
Summary Information:	<input checked="" type="checkbox"/> Vehicles <input checked="" type="checkbox"/> Pallets <input checked="" type="checkbox"/> Cartons				

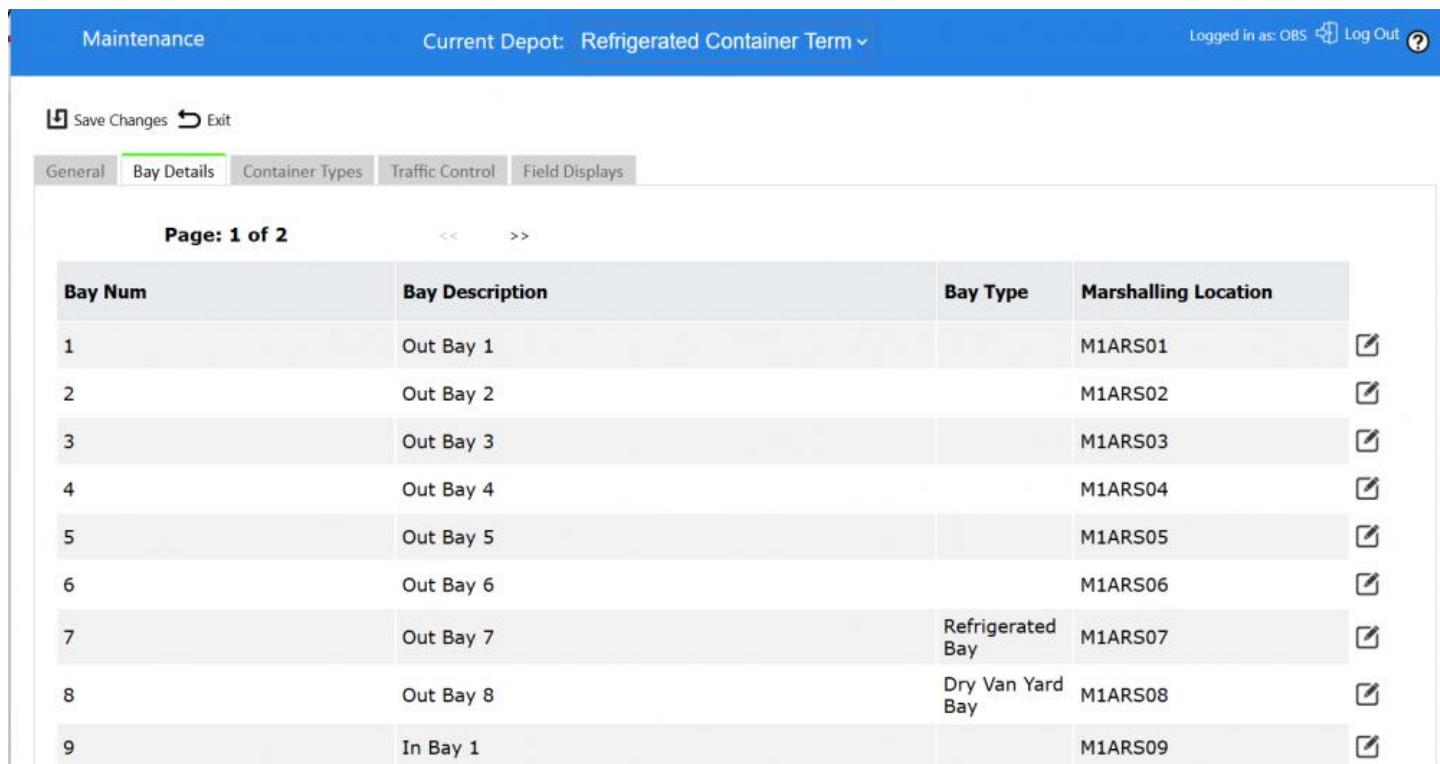
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Settings:

- *No of Receiving Bays* - the total number of bays displayed in the Bay Details section of this page, and the bays available to book against in the main Diary screen.
- *Daily Start Time* - the start available time per day for a bay. Bookings may only be made between this and the End Time below.
- *Daily End Time* - the end available time per day for a bay.
- *Refresh Mins* - the number of minutes after which the Diary screen will refresh to show any bookings made by other users.
- *View Assigned Details* - a drop-down list controlling whether the booking details per bay are shown under the bay in the Bay Slot table on the Front screen.
- *Break Start Time* - A start time during the day when all slots are unavailable.
- *Break End Time* - An end time during the day when all slots are unavailable.
- *Diary Arrival Report*: Select whether and what report is printed on Arrival status. Select from the drop-down list options: *No Print*, *Access Pass*, *Arrival Print (ZPL)*
- *Advanced Arrival Process* - Whether to use the Advanced Arrival process. Select from the drop-down list options *Yes* or *No*.
- *Assign by Route/Load* - Select from the drop-down list options *Yes* or *No*.
- *Summary Information* - You may select what summary information is displayed in the main screen summary bar. Select from *Vehicles*, *Pallets* or *Cartons* with the supplied check boxes.



## 1.2 Bay Details



The screenshot shows a table of bays with the following data:

Bay Num	Bay Description	Bay Type	Marshalling Location
1	Out Bay 1		M1ARS01
2	Out Bay 2		M1ARS02
3	Out Bay 3		M1ARS03
4	Out Bay 4		M1ARS04
5	Out Bay 5		M1ARS05
6	Out Bay 6		M1ARS06
7	Out Bay 7	Refrigerated Bay	M1ARS07
8	Out Bay 8	Dry Van Yard Bay	M1ARS08
9	In Bay 1		M1ARS09

The number of bays are created as specified in the General Settings and are displayed in a paginated table in pages of 10. If there are more than 10 bays, the <<< and >>> buttons provided may be used to page through the bays.

Each bay has:

- *Bay Num* - Generated sequence
- *Bay Description* - this is displayed in the main Bay Diary screen.
- *Marshalling Location* - the WMS marshalling location associated with this bay.

An Edit button is provided against each line. Clicking it will show a popup window to edit the bay details.



Clicking the **Save** button will save the changes. Closing the pop-up window will discard any changes.

## 1.3 Container Types



Maintenance      Current Depot: Refrigerated Container Term ▾      Logged in as: OBS  Log Out 

 Save Changes  Exit

General Bay Details Container Types Traffic Control Field Displays

Page: 1 of 2 << >>  Add

Container Type	Container Description
1	no description
12	ss
1234	1232
20	20 Foot Dry
20ft	New 20 foot reefer
2R	20 Refrigerated
3	334324
40FT	New 40FT Reefer
45	45 foot
99	99

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These are the container types available to the system when creating a booking. These are shown in a drop-down list on the Booking ((Detail) view.

Each container type has:

- *Container Type* - the type
- *Container Description* - the description of the type

New container types may be added using the **Add** button provided. A panel will be shown:

**Container Type:**  **Description:**  

The *Container Type* and *Description* may be entered here, and saved with the provided **Save** button.

Existing container types may be deleted using the **Delete** button against each line.

## 1.4 Traffic Control

Here you can enable the traffic control system and configure the way that it works.



Maintenance      Current Depot: Refrigerated Container Term 

Logged in as: OBS  Log Out 

 Save Changes 

General Bay Details Container Types **Traffic Control** Field Displays

**Enable Traffic Control System:**

**Terms and Conditions**

**Inbound**  
These are the Inbound Terms and Conditions

**Outbound**  
These are the Outbound Terms and Conditions

**Hours**

Arrived:       Expected:

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2.1.1.8

- **Enable Traffic Control System** - Enable the check box to enable the traffic control system **TOC**.
- **Terms and Conditions** - enter your terms and conditions to be displayed on signature capture during transfer of custody.
  - ◆ *Inbound*
  - ◆ *Outbound*
- **Hours** - enter the number of hours before to display arrival and expected deliveries and collections.
  - ◆ *Arrived*
  - ◆ *Expected*

## 1.5 Field Displays

This section controls what elements are displayed in the Diary screen, when:

- Showing a list of bookings on a bay in the Diary screen
- Making a new booking or Showing or editing an existing booking on the Booking screen.



 Save Changes  Exit

General	Bay Details	Container Types	Traffic Control	Field Displays	
Apply To:	User	Hide Front Page Details: <input checked="" type="checkbox"/> Modal Popup: <input checked="" type="checkbox"/>			
Field Label	Front View	Front Width	Booking View	Front Sequence	Detail View
Booking Issues	<input type="checkbox"/>	20	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>
Booking Ref	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>
Booking Type	<input type="checkbox"/>	10	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
Carrier Code	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>
Carrier Info	<input type="checkbox"/>	20	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>
Carrier Name	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	6	<input checked="" type="checkbox"/>
Collection Date	<input type="checkbox"/>	10	<input type="checkbox"/>	7	<input checked="" type="checkbox"/>
Collection Venue	<input type="checkbox"/>	10	<input type="checkbox"/>	8	<input checked="" type="checkbox"/>
Contact Email Address	<input type="checkbox"/>	10	<input type="checkbox"/>	9	<input checked="" type="checkbox"/>
Contact Name	<input type="checkbox"/>	10	<input type="checkbox"/>	10	<input checked="" type="checkbox"/>
Contact Phone	<input type="checkbox"/>	10	<input type="checkbox"/>	11	<input checked="" type="checkbox"/>
Container	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	12	<input checked="" type="checkbox"/>
Container Type	<input type="checkbox"/>	10	<input type="checkbox"/>	13	<input checked="" type="checkbox"/>

The available fields are shown in a list on the screen.

Each field is displayed in a row:

- *Label* - the label of the field. This is currently non-maintainable and is displayed on the Booking Detail screen.
- *Front View* - a check box controlling whether this field is to be displayed on the Diary screen
- *Detail View* - a check box controlling whether this field is to be displayed on the Booking Details screen. If there is no check box, the field is always shown.
- *Front Width* - if on the front view, the percentage width of the line this field takes.
- *Front Sequence* - if on the front view, the order in which the fields appear.

 **Note:** If fields are selected for the front view, it is recommended that the widths of the fields selected are less than or equal to 100% (the full available width of the line). Creating cumulative widths greater than 100% will display unpredictably.

The fields that may be configured are:

- *Time Slot*
- *Grn No*
- *Container*
- *Booking Ref*
- *Owner*
- *Carrier Name*
- *Special Instructions*
- *Load Information*
- *Expected Num Pallets*
- *Expected Qty*
- *Supplier*
- *Supplier Info*
- *Carrier Info*
- *Booking Issues*
- *Release PIN*
- *Collection Date*
- *Collection Venue*
- *Restitution Venue*
- *Restitution Free Text*
- *Container Type*
- *Last Free Date*



- *Contact Name*
- *Contact Phone*
- *Contact Email Address*
- *Supplier Name*
- *Carrier Code*
- *Owner Name*
- *Booking Type*
- *Route Code*
- *Load Number*

The configuration may apply to the logged on user (the default level) or as a default for the entire warehouse. This is selectable through the *Apply To* drop-down list.

